



CHRIS CHRISTIE
GOVERNOR

STATE OF NEW JERSEY
OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

CHRISTOPHER S. PORRINO
ACTING ATTORNEY GENERAL

KIM GUADAGNO
LT. GOVERNOR

JENNIFER E. FRADEL
ADMINISTRATOR

June 24, 2016
NOTICE OF JOB VACANCY
#16-160

This is a repost of a previously issued announcement.
Those who previously applied need not reapply

An opportunity currently exists in the classified service within the Department of Law & Public Safety, Division of Consumer Affairs, for current permanent State employees who meet the requirements listed below:

TITLE: Agency Services Representative 2

SALARY: \$33,170.29 to \$46,290.85

LOCATION: Division of Consumer Affairs
124 Halsey Street
Newark, NJ 07102

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the limited supervision of a supervisory official in the Division of Consumer Affairs, provides front-line and behind the scenes customer and other support services involving the review, processing and issuance of agency documents; provides information to customers regarding department/agency programs and services; may provide guidance and assistance to clerical staff; does other related work as required.

REQUIREMENTS

EXPERIENCE: Two (2) years of experience providing information and support to customers or clients, responding to technical inquiries and/or complaints regarding products, services or programs, or collecting payments in a government or office setting.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position

If you meet the requirements and are interested in the above position, please send a letter (including job vacancy number) and current resume before the closing date of July 8, 2016 to:

Recruitment Coordinator
Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085
LPS.Humanresources@lps.state.nj.us

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

